

SOLICITATION NUMBER: 442-07-007

ISSUANCE DATE: August 31, 2007
CLOSING DATE: September 13, 2007,
4pm, Cambodia time

SUBJECT: Solicitation for U.S. Personal Service Contractor for Communication Specialist for USAID Cambodia

Ladies/Gentlemen:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking applications (Standard Form 171 or Optional Form 612 only) from qualified U.S. citizens to provide personal services as described in the attached solicitation. **This is a resident-hire position without overseas-hire benefits.**

Submittals shall be in accordance with the attached information at the place and time specified.

Submissions shall be in accordance with the attached information and delivered to the undersigned in Cambodia at the place and by the time specified. Email submissions shall be sent to: sprak@usaid.gov. Applications, which shall include salary history for the prior three years and the names and contact points (telephone/fax numbers) for at least two references with knowledge of the applicant's prior work skills. To ensure delivery by the due date it is recommended that applications be sent in as email attachments or by fax if possible. If an applicant does not have ready access to a Form 171 or 612, the same information may be initially submitted in resume form so long as the items stated earlier in this paragraph are covered. Late applications may be considered in USAID's sole discretion. The award of a contract hereunder is subject to the availability of funds.

Any question regarding this solicitation may be directed to the Acquisition Specialist via facsimile at 855-23-430-263 or via internet at sprak@usaid.gov. A copy shall be sent to Mr. Kosal San at ksan@usaid.gov.

Applicants should retain for their records a copy of all enclosures which accompany their applications. The preferred method of submission of all applications and required documents is via internet as email attachments formatted in Microsoft Word or by courier/messenger.

Incomplete or unsigned applications shall not be considered. These **signed** forms must be mailed, delivered, faxed, or emailed (email applications must be signed) to:

By email to: sprak@usaid.gov ; cc ksan@usaid.gov

By courier/messenger: Office of Procurement
USAID/Cambodia
American Embassy
#1, Street 96, S/K Wat Phnom, Khan Daun Penh
Phnom Penh, Cambodia

Or

USAID/Cambodia, Box P
APO AP 96546, USA

Applicants shall confirm with Acquisition Specialist, Mealea S. Prak, that their email submissions were successfully received by the required due date.

Sincerely,

Eleanor TanPiengco
Regional Contracting Officer

Solicitation for U.S. Personal Service Contractor (PSC) Communication Specialist

1. **SOLICITATION NO.:** 442-07-007
2. **ISSUANCE DATE:** August 31, 2007
3. **CLOSING DATE/TIME FOR RECEIPT OF APPLICATIONS:** September 13, 2007, 4 pm Cambodia Time
4. **POSITION TITLE:** Communication Specialist
5. **MARKET VALUE:** GS-12 (\$56,301-\$73,194). Final compensation will be negotiated within the listed market value based upon the candidate's past salary, work history and educational background.
6. **PERIOD OF PERFORMANCE:** To start o/a September 30, 2007 – September 29, 2008.
7. **PLACE OF PERFORMANCE:** Phnom Penh, Cambodia with travel within Cambodia and regionally as required.
8. **STATEMENT OF WORK**

I. BASIC FUNCTION OF THE POSITION

The incumbent will serve as the USAID/Cambodia's Communications Specialist, responsible for leading the development of the Mission's communication strategy and supporting the work of the Mission's Information Assistant, under the general supervision of USAID/Cambodia's Program Officer. The goals of the communication strategy will include: increasing awareness and understanding of the objectives, policies and achievements of USAID's assistance program among key audiences; developing a clear, systematic process for responding to requests for information from a variety of sources, including USAID/Washington, the U.S. Congress, the U.S. Department of State and Embassy/Cambodia, other USG agencies, and other audiences outside the USG; supporting communications efforts under USAID projects that contribute to achievement of project results; and supporting the written and oral English communications skills of the USAID/Cambodia's staff. Supporting the work of the Information Assistant will entail improving the Mission's capacity to develop and implement the Mission's public information program, including transforming themes and substantive content into messages and formats relevant to the strategy and targeted audiences and measuring their impact.

The Communications Specialist will interact with a variety of audiences, including USG agencies: Royal Cambodian Government Ministries and agencies; U.S. and Cambodian non-governmental organizations (NGOs) and the private sector; U.S. and Cambodian press and other media representatives. The incumbent will be a point of contact for matters concerning publicity of USAID's assistance program in Cambodia.

II. DUTIES AND RESPONSIBILITIES

1. 25% - Communications Strategy and Program Knowledge and Coordination
 - Lead the development and implementation of the Mission's communication strategy based on USAID goals and objectives, and integrate relevant information into a plan of action consisting of a variety of materials, programs and activities that demonstrate the impact of USAID assistance on the social and economic development process in Cambodia, and/or contribute to the successful results of USAID's activities in Cambodia.
 - Research, write, clear, and edit a range of communications materials and products using a variety of formats in coordination with other USAID and Embassy staff. Such materials include, but may not be limited to, technical materials and internal memoranda.
 - Review and clear briefing books and other briefing materials to ensure that they are uniform, succinct and readable documents for presentation to high-level U.S. delegations, the U.S. Ambassador and Deputy Chief of Mission (DCM), and others.
2. 30% - Media/Public Outreach
 - Prepare speeches and talking points for the USAID Director, the U.S. Ambassador and DCM, and other USG officials. (Speeches and talking points will be prepared with input from and in collaboration with USAID technical offices to ensure appropriate coverage of events, as well as accuracy.) Working with the Mission's Information Assistant and Embassy Public Affairs Office, as necessary, review and clear press releases and articles for Agency publications on the role of USAID/Cambodia and how it supports the development goals of the Cambodia and U.S. foreign policy objectives.
 - Support development or editing of other Mission public relations materials such as video productions, the Mission website, booklets and brochures, and periodicals. Also, develop distribution channels and networks, and promulgate public relations materials as appropriate.
3. 20% - Briefings/Letters/Memos/Reports
 - Assist in writing, reviewing, and editing speeches, reports and other documents prepared by USAID's Program and Technical Offices.
 - Review and clear briefing memos, letters and other correspondence/material for the Mission Director, Ambassador, and DCM.

4. 20% - Staff Development

- Coach and work closely with the Mission's staff in communications skills, focusing on the preparation of written documents used by USAID and other USG Agencies to ensure that documents are well organized, clear, informative, and grammatically correct.

5. 5% - Other Tasks

- Perform other public information tasks as requested by supervisor or the Mission Director.

III. POSITION ELEMENTS

a. Supervision Received: General supervision will be provided by the Program Officer, who reviews materials before distribution and provides specific guidance as required. The incumbent will be expected to work independently; minimal technical guidance will be provided.

b. Available Guidelines: The incumbent is required to understand USAID Office and Agency-specific policies and procedures, including the ADS, which relate to the Mission's Strategic Plan.

c. Exercise of Judgment: Position requires high degree of sound judgment in identifying and preparing significant information for Mission and Embassy senior management. The incumbent will also be required to follow and adhere to the Embassy and Agency's Code of Ethics and Conduct.

d. Authority to Make Commitments: The incumbent will have no independent authority to make any commitments without prior consultation with the Program Officer.

e. Nature, Level and Purpose of Contacts: Contact with PAO, State Department, and Media. Frequent contact with Mission Officers regarding specific articles of interest for transmission to Washington or posting onto website.

f. Supervision Exercised: This is a non-supervisory position.

g. Time Required to Perform Full Range of Duties after Entry into the Position: 3 Months.

Incumbent receives general guidance from the Program Officer, but operates with a significant degree of independence, in coordination with the Information Assistant, and with the Mission Director and Embassy Public Affairs Officer as required.

9. PHYSICAL DEMANDS

The work is generally sedentary and does not pose undue physical demands.

10. WORK ENVIRONMENT

Work is primarily performed in an office setting.

11. START DATE: Immediately, once necessary clearances are obtained.

12. POINT OF CONTACT: See Cover Letter.

EDUCATION/EXPERIENCE REQUIRED FOR THIS POSITION

1. Education: Minimum of Bachelor's Degree in journalism, mass communications, or public relations. A degree in other fields will be considered if candidates have substantial, substantive work experience, provided work experience is sufficient work to perform the responsibilities of the position (see Section b., below).

2. Prior Work Experience: At least five years experience in communications media-related work as a journalist, public relations officer, researcher or writer. Must have demonstrated experience in the development of communications strategies, and in producing public relations materials of both a written and visual natures, e.g. speeches, scripts, articles, and videos. Candidates with a Bachelor's Degree in a field other than journalism, mass communications, or public relations should have a minimum of 10 years relevant experience.

3. Language Proficiency: Native English speaker.

4. Knowledge: Knowledge of the host country's media, political, economic, and social structure. Knowledge of U.S. media, and foreign and domestic policy issues including development issues.

5. Skills and Abilities: Demonstrated ability to develop strategies and plans of action in a team context. Ability to work under extremely short time constraints. Must be able to analyze, synthesize, and summarize information quickly and accurately, and produce very well written documents/speeches/scripts, etc., which are appropriate to the targeted audience. Must also be able to manage multiple projects simultaneously and manage shifting priorities. Incumbent should have good interpersonal skills and be an effective trainer in English communications. Position requires ability to develop and maintain excellent contacts and working relationships with USAID colleagues and partners, other USG Agencies and Departments, and host country officials. Strong knowledge of word processing and computer applications for publication design and editing and for computer graphics and digital photography.

6. Post Entry Training: Appropriate USAID training will be provided. It will be focused primarily on the Agency's policies, procedures and regulations that govern USAID/Cambodia-specific information resources functions and responsibilities.

7. Other Requirements:

In addition, the Communication Specialist must also be: 1) a U.S. Citizen (applicants with dual citizenship should state so in their application); 2) Available and willing to commit to the Contract Performance Period of 12 months; 3) Able to attain a USG-issued security clearance that meet eligibility requirements for access to classified

information; 4) Available and willing to work additional hours beyond the established 40-hour workweek and outside established Monday-Friday workweek, as may be required or necessary; and 5) Willing to travel to work sites and other offices as/when requested.

SELECTION FACTORS

Applicants will be evaluated against the education and work experience requirements detailed above. Maximum point values are as follows:

Education: 30 points

Prior Work Experience: 30 points

Knowledge: 10 points

Skills and Abilities: 30 points

Total: 100 points

SELECTION PROCESS:

After the closing date for receipt of applications, a committee will be convened to review applications and evaluate them in accordance with the evaluation criteria. Applications from candidates which do not meet the required selection criteria will not be scored. As part of the selection process, finalist candidates may be interviewed either in person or by telephone at USAID's discretion. Reference checks will be made only for applicants considered as finalists. If an applicant does not wish USAID to contact a current employer for a reference check, this should be stated in the applicant's cover letter, and USAID will delay such reference check pending communication with the applicant. Only finalists will be contacted by USAID with respect to their applications. The final selected candidates must obtain security and medical clearances (USAID will provide details regarding these clearances to the selected candidates).

APPLYING:

Qualified individuals are requested to submit:

For USPSCs a U.S. Government Standard Form 171 or Optional Form 612 (available at the USAID website, http://www.usaid.gov/procurement_bus_opp/procurement/forms or internet <http://fillform.gsa.gov>, or at Federal offices);

Applications must be received by the closing date and time at the address specified in the cover letter.

To ensure consideration of applications for the intended position, please reference the solicitation number on your application, and as the subject line in any cover letter. The highest ranking applicants may be selected for an interview.

LIST OF REQUIRED FORMS FOR PSCS

Forms outlined below can found at

http://www.usaid.gov/business/business_opportunities/psc_solicitations.html

1. Standard Form 171 or Optional Form 612.
2. Contractor Physical Examination (AID Form 1420-62). **
3. Questionnaire for Sensitive Positions (for National Security) (SF-86), or **
4. Questionnaire for Non-Sensitive Positions (SF-85). **
5. Finger Print Card (FD-258). **

** Forms 2 through 5 shall be completed only upon the advice of the Contracting Officer that an applicant is the successful candidate for the job.

CONTRACT INFORMATION BULLETINS (CIBS) PERTAINING TO PSCS

AAPDs and CIBs contain changes to USAID policy and General Provisions in USAID regulations and contracts. Please refer to this website http://www.usaid.gov/business/business_opportunities/cib/subject.html#psc to determine which AAPDs and CIBs apply to this contract.

BENEFITS/ALLOWANCES:

As a matter of policy, and as appropriate, a PSC is normally authorized the following benefits and allowances:

BENEFITS:

- Employee's FICA Contribution
- Contribution toward Health & Life Insurance
- Pay Comparability Adjustment
- Annual Increase
- Eligibility for Worker's Compensation
- Annual and Sick Leave

FEDERAL TAXES: USPSCs are required to pay Federal Income Taxes, FICA, and Medicare.